

# BEST PRACTICE CATALOG

Project Title: **FINGERPRINTS & COMMUNITY RELATIONS**

Function Category: ☐ PATIENT-FOCUSED ☒ ORGANIZATION ☐ STRUCTURES

Subcategory: **Leadership**

Heading: **Integrating and Coordinating Services**

Key Word(s): **Fingerprinting; Live scan**

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Hospital: **Metropolitan State Hospital**

**Purpose:** There is a great deal of concern in the community about the presence of a mental hospital in the neighborhood. Members of the city and surrounding school districts became very vocal with the addition of penal code patients to our hospital population. New legislative action requires that all school employees be subject to a background investigation including a record check. City employees are also subjected to record checks. Neither of these governmental entities have direct access to DOJ record systems.

**Brief Description:** Metropolitan State Hospital acquired a "Live Scan" fingerprint machine to facilitate record checks of our own prospective employees. Criminal record checks that had taken several weeks are now completed, electronically, in a matter of minutes. Return information can be obtained from DOJ by e-mail. We offered the service to City Hall and our adjacent school districts at no charge. We coached them through the DOJ bureaucracy and provided information on the e-mail technique. We set up direct billing to DOJ so that there is no added paperwork burden to the hospital. The cost to the Hospital is a few man-hours per week to actually take the prints. The school districts are thrilled with the speed, cooperation, and quality of service. A side benefit for us is the training opportunity. Because of the added volume of fingerprints, we were able to rapidly train several of our officers on the use of the machine.

**Selection Basis/Criteria:**

The following items are available regarding this Best Practice:

☐ Photographs ☐ Video Tape ☐ Drawings ☐ Manual  
☐ Other :

DATE SUBMITTED: **October 13, 1998**